

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

All notices of appeal must be filed electronically by registered users. Copies of designated items for the record on appeal must be printed from the court's official record and provided to the court conventionally because a paper record will still be required for transmission to the district court. Before filing a notice of appeal refer to the applicable local and federal bankruptcy rules and this court's Clerk's Instructions on Appeals.

NOTE - *If a Motion for Leave to Appeal is filed with a notice of appeal, each must be filed as separate PDF documents. When the time period for filing an answer/response has expired, the bankruptcy court will transmit the motion, notice of appeal and any filed answer to the district court.*

The following are appeal related events listed under the **APPEALS** category:

- Addendum to Record on Appeal
- Appellant Designation
- Appellee Designation
- Cross Appeal
- Notice of Appeal
- Notice of Appeal (Re: Motion for Leave to Appeal)
- Notice of Docketing Record on Appeal
- Request for Transcript Re: Appeal
- Statement of Issues on Appeal
- Transcript Re: Appeal
- Amended Notice of Appeal

The following are appeal related events listed under the **MOTIONS** category:

- Leave to Appeal
- Stay Pending Appeal
- Amended Motion (*link to the prior motion; e.g., Motion for Leave to Appeal*)

The following is an available event in the **OTHER** category:

- Amended Document

NOTE: Use Amended Document to file any appeals related amended document, except for an amended notice of appeal or amended motions (e.g., amended designation, amended statement of issues)

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

NOTE: The following is an available event in the **ANSWER/RESPONSE** category:

- Response - (a responsive pleading may or may not be filed, e.g., a response to a Motion for Leave to Appeal)

This procedure will demonstrate how to file the sample documents listed below. The same basic steps will be followed when filing most types of documents even though some events require specific information and will set deadlines. All document selections are drop down menu based and require the filed image to be in PDF format. **Only ONE event may be selected for each document being filed.**

- I. **Notice of Appeal**
- II. **Appellant Designation**
- III. **Statement of Issues on Appeal**
- IV. **Request for Transcript Re: Appeal**
- V. **Transcript Re: Appeal**

I. Notice of Appeal

- STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu depending upon whether the appeal is being filed in the main case or the adversary proceeding.
- STEP 2 The **Bankruptcy /Adversary Events** screen will display.
- ◆ Click **Appeal**.
- STEP 3 The **Case Number** screen will display.
- ◆ Enter the complete case number. Click **Next**.
- STEP 4 The **File an Appeal** screen will display.
- ◆ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.
- ◆ Click on the drop down list to highlight and click **Notice of Appeal**. You may also click "**n**" repeatedly until Notice of Appeal appears. Click **Next**.
- STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). Click **Next**.

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	<p>Section 3</p> <p style="text-align: center;">Appeals</p>

STEP 6 The **Select the Party** screen will display.

- ◆ Locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

NOTE - If you wish to select more than one party, such as a debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case. For our example, the debtor is filing the Notice of Appeal.

If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

NOTE - All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., "O'Brien" or "McDonald."
- partial name entries will yield a greater match probability, e.g., "McD" would include "McDonald" and "McDaniels"
- try alternative search clues if your first search was not successful

For example, if Ford is entered, the following selections might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear. Repeat as needed until the correct party appears with your c/o address. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, Click **Create New Party**.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

The screenshot shows a web browser window titled "Person Address - Microsoft Internet Explorer". The page has a search form on the left and a results area on the right. The search form includes fields for "SSN" and "Last/Business name", with "Search" and "Clear" buttons. Below the form is a "Party search results" section showing a list of results, with "Ford Motor Credit Company" selected. At the bottom of the search form are buttons for "Select name from list" and "Create new party". The results area on the right displays the address for the selected party: "Ford Motor Credit Company", "543 Motor City Ln", "Detroit, MI 21668".

Some important Style Guide Standards are listed below to illustrate data entry standards.

- Name fields must match the petition (do not abbreviate unless name appears on petition this way; e.g., "ABC Corporation" should not be entered as "ABC Corp"). Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.
- Enter Title as applicable; e.g., MD, PhD, etc.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently)
- 3 address lines are available and must match the debtor's mailing address (may be different from the debtor's street address)
- The County field is the county of the debtor's street address, not the mailing address
HINT - Type the first letter of the county one or more times for a faster search.
- Do not enter the Country unless the country of the debtor's residence is not the United States.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

STEP 7 After selecting the party, the name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 8 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 9 The system will prompt, “*Select the appropriate event(s) to which your event relates.*” A series of docket entries will appear.

- ◆ Click on the check box of the order, judgement or decree to which the Notice of Appeal relates. In our example, the following order is selected as the item to which relates to the Notice of Appeal. Click **Next**.

☐ 01/31/2005 [5](#) Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)

Next Clear

STEP 10 The **File an Appeal** screen will display. An “Appellant Designation Due” date will appear, along with a verification of the amount due for filing the Notice of Appeal. Click **Next**.

Appellant Designation Due: 02/10/2005

Fee: \$255

Next Clear

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	<p>Section 3</p> <p style="text-align: center;">Appeals</p>

- STEP 11 The **Docket Text: Modify as Appropriate** screen will display. This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the order being appealed is already captured. Click **Next**.

Docket Text: Modify as Appropriate.

Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

- STEP 12 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

STEP 13 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.

- ◆ The example below demonstrates how fees will be paid for filing a new case. Click **Pay Now**.

<p>***** IMPORTANT NOTICE *****</p> <p>Do NOT use the browser 'Back' button during the payment process.</p> <p>*****</p>		
<p>Summary of current charges:</p>		
Date Incurred	Description	Amount
2005-01-26 12:49:47	Notice of Appeal(04-11333-AJC) [appeal,ntcapl] (255.00)	\$ 255.00
		Total: \$ 255.00
<div>Pay Now</div> <div>Continue Filing</div>		

- ◆ The **Enter Payment Information** screen will display. Enter the text fields. Items with a red “*” are required, but the user should complete also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

Enter Payment Information		Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
Cardholder Name:	Pam Shuler *	
Address:	51 SW 1 Ave *	
Address 2:		
City:		
State:	-- OR --	
Province / Region / County:		
Country:		
(Instead of state, if necessary)		
Zip Code:	33130	
Card Type:	Visa *	
Card Number:		
Security Code:		
Expiration Date:	/ / *	
Payment Amount:	\$255.00 *	
<small>A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.</small>		
<div>Continue</div> <div>Quit</div>		

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

- ◆ The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.

Payment Summary and Authorization	
Cardholder Name: Pam Shuler Address: 51 SW 1 Ave Address 2: City: State: Country: Zip Code: 33130 Card Type: Visa Card Number: *****1111 Expiration Date: 3 / 2005 Payment Amount: \$255.00 Current Date and Time: 01/26/2005 12:58 PM	Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
<p>Authorization*</p> <input type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.	
<p>Confirmation Receipt Request</p> <p>To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Re-enter Email Address to Confirm: <input type="text"/></p> <p> <input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> </p> <p>Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.</p>	

- ◆ The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.

U.S. Bankruptcy Court Southern District of Florida
<p>Thank you. Your transaction in the amount of \$ 255.00 has been completed.</p> <p>Please print a copy of your transaction receipt for future reference. The transaction number is 43092.</p> <p>Detail description: Notice of Appeal(04-11333-AJC) [appeal,ntcapl] (255.00)</p> <p> <input type="button" value="Close window"/> </p>

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.

WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.

STEP 14 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the notice has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

II. Appellant Designation

Copies of designated items should be submitted conventionally in paper to the Clerk's office at the same time of filing the designation or not later than 15 days from the date of filing of the designation. The Clerk's office will issue a notice of Deficiency if the copies do not accompany the designation. Any designated untranscribed proceedings must be immediately ordered from the court reporter using the local form "Appeals Information Sheet".

- STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu.
- STEP 2 The **Bankruptcy/Adversary Events** screen will display.
- ♦ Click **Appeal**.
- STEP 3 The **Case Number** screen will display.
- ♦ Enter the case number. Click **Next**.
- STEP 4 The **File an Appeal** screen will display.
- ♦ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.
- ♦ Click on the drop down list to highlight and click **Appellant Designation**. You may also click "**a**" repeatedly until Appellant Designation appears. Click **Next**.
- STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). If not, leave blank. Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ♦ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g.; debtor, joint debtor, trustee or creditor). When filing an Appellant Designation, the party will already be in the court's database.
- ♦ Click to highlight and select the party for which the document is filed. **NOTE** - If you wish to select more than one party, such as a debtor and joint debtor, hold the "Ctrl" key down and click to highlight the remaining party. Click **Next**. (**NOTE** For our example Appellant Designation, the debtor is the filer.)

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 A status screen will display. This screen will identify the due date for the appellee to file their designation and the deadline for the clerk to transmit the appeal to District Court.

- ◆ Select the corresponding Notice of Appeal by clicking on the check box . Click **Next**.

Appellee Designation Due: 2/10/2005

Transmission to District Court Due Date: 3/2/2005

Select docket entries which are to be associated with the above schedule(s).

	Filing Date #	Docket Text
<input checked="" type="checkbox"/>	01/31/2005 7	Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

Next Clear

NOTE: The transmission to District Court Due Date calculates 30 days from the filing of the Notice of Appeal. If a transcript is ordered the deadline will be updated by the clerk's office to reflect the due date for the transcript to be filed (30 days from the date the financial arrangements are made with the court reporter. As noted on the appeals information sheet).

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 3</p> <p align="center">Appeals</p>

- STEP 9 Docket Text: Modify as Appropriate** -This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the order being appealed is already captured. Click **Next**.

Docket Text: Modify as Appropriate.

Appellant Designation of Contents For Inclusion in Record On Appeal Filed by Debtor Carmen Gonzalez (Re: [7] Notice of Appeal filed by Debtor Carmen Gonzalez). Appellee designation due 2/10/2005. Transmission of Record Due by 3/2/2005. (Shuler, Pam)

- STEP 10 Docket Text: Final Text** - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Appellant Designation of Contents For Inclusion in Record On Appeal Filed by Debtor Carmen Gonzalez (Re: [7] Notice of Appeal filed by Debtor Carmen Gonzalez). Appellee designation due 2/10/2005. Transmission of Record Due by 3/2/2005. (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the notice has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

III. Statement of Issues on Appeal

This document must be filed separately from the appellant or appellee designations.

STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu.

STEP 2 The **Bankruptcy/Adversary Events** screen will display.

◆ Click **Appeal**.

STEP 3 The **Case Number** screen will display.

◆ Enter the case number. Click **Next**.

STEP 4 The **File an Appeal** screen will display.

◆ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

◆ Click on the drop down list to highlight and click **Statement of Issues on Appeal**. You may also click "**s**" repeatedly until Statement of Issues on Appeals appears. Click **Next**.

STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). If not, leave blank. Click **Next**.

STEP 6 The **Select the Party** screen will display.

◆ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g.; debtor, joint debtor, trustee or creditor). When filing an Appellant Statement of Issues, the party will already be in the court's database.

◆ Click to highlight and select the party for which the document is filed. Note: If you wish to select more than one party, such as a debtor and joint debtor, hold the "**Ctrl**" key down and click to highlight the remaining party. Click **Next**. (NOTE: For our sample Statement of Issues, the debtor is the appellant.)

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 A selection screen will display.

- ◆ Select the corresponding Notice of Appeal by clicking on the check box. Click **Next**.

Select the appropriate event(s) to which your event relates:

☒ 01/31/2005 7 Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

Next Clear

STEP 9 The **Docket Text: Modify as Appropriate** screen will display. This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the notice is already captured. Click **Next**.

Docket Text: Modify as Appropriate.

Statement of Issues on Appeal Filed by Debtor Carmen Gonzalez Re: [7] Notice of Appeal.

(Shuler, Pam)

Next Clear

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

- STEP 10 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

**Statement of Issues on Appeal Filed by Debtor
Carmen Gonzalez Re: [7] Notice of Appeal.
(Shuler, Pam)**

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

- STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or document, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

IV. Request for Transcript Re: Appeal

- STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu.
- STEP 2 The **Bankruptcy/Adversary** screen will display.
- ♦ Click **Appeal**.
- STEP 3 The **Case Number** screen will display.
- ♦ Enter the case number. Click **Next**.
- STEP 4 The **File an Appeal** screen will display.
- ♦ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.
- ♦ Click on the drop down list to highlight and click **Request for Transcript Re: Appeal**. You may also click "r" repeatedly until Request for Transcript Re: Appeal appears. Click **Next**.
- STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). If not, leave blank. Click **Next**.
- STEP 6 The **Select the Party** screen appears.
- ♦ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g.; debtor, joint debtor, trustee or creditor). When filing an Appellant Designation, the party will already be in the court's database.
- ♦ Click to highlight and select the party for which the document is filed. **NOTE** - If you wish to select more than one party, such as a debtor and joint debtor, hold the "**Ctrl**" key down and click to highlight the remaining party. Click **Next**. (**NOTE** : For our example the debtor is the filer.)
- STEP 7 The **PDF Document Selection** screen will display.
- ♦ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter III</p> <p align="center">Filing Procedures</p>
	<p align="center">Section 3</p> <p align="center">Appeals</p>

with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 A selection screen will display.

- ◆ Select the corresponding Notice of Appeal by clicking on the check box. Click **Next**.

STEP 9 The **Is a transcript being requested?** screen will display. Answer **Yes** or **No**. If the answer is yes the following screen will display. Click **Next**.

STEP 10 The **Transcript Due** screen will display. This screen will identify the 30-day due date for the transcript.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

- STEP 11 The **Docket Text: Modify as Appropriate** screen will display. This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the notice is already captured. Click **Next**.

Docket Text: Modify as Appropriate.
Request for Transcript Re: [7] Notice of Appeal filed by Debtor Carmen Gonzalez. Transcript Due 3/2/2005.
 (Shuler, Pam)

Next
Clear

- STEP 12 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text
Request for Transcript Re: [7] Notice of Appeal filed by Debtor Carmen Gonzalez. Transcript Due 3/2/2005. (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next
Clear

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

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CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

V. Transcript Re: Appeal

- STEP 1 Select either **Bankruptcy** or **Adversary** from the main menu.
- STEP 2 The **Bankruptcy/Adversary Events** screen will display.
- ♦ Click **Appeal**.
- STEP 3 The **Case Number** screen will display.
- ♦ Enter the case number. Click **Next**.
- STEP 4 The **File an Appeal** screen will display.
- ♦ Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.
- ♦ Click on the drop down list to highlight and click **Transcript Re: Appeal**. You may also click "t" repeatedly until Transcript Re: Appeal appears. Click **Next**.
- STEP 5 At the next screen, click on the check box if document is being filed jointly with other attorney(s). If not, leave blank. Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ♦ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g.; debtor, joint debtor, trustee or creditor). When filing an Transcript Re: Appeal, the party will already be in the court's database.
- ♦ Click to highlight and select the party for which the document is filed. **NOTE** - If you wish to select more than one party, such as a debtor and joint debtor, hold the "Ctrl" key down and click to highlight the remaining party. Click **Next**. (**NOTE:** For our example the debtor is the filer.)
- STEP 7 The **PDF Document Selection** screen will display.
- ♦ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

with the docket entry.

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 A selection screen will display.

- ◆ Select the corresponding Notice of Appeal by clicking on the check box. Click **Next**.

Select the appropriate event(s) to which your event relates:

☒ 01/31/2005 7 Notice of Appeal Filed by Debtor Carmen Gonzalez (Re: [5] Order Discharging Debtor. Signed on 1/31/2005 (Shuler, Pam)). Appellant Designation due 2/10/2005. [Fee Amount \$255] (Shuler, Pam)

Next Clear

STEP 9 The **Docket Text: Modify as Appropriate** screen will display. This screen allows for additional information to be typed into the text field. However, no additional information is necessary since the docket text of the order being appealed is already captured. Click **Next**.

Docket Text: Modify as Appropriate.

Transcript Re: Appeal []
(Shuler, Pam)

Next Clear

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 3 Appeals

- STEP 10 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Transcript Re: Appeal (Shuler, Pam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

- STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or document, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.